



## Recovery Coordinator - ADC

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### Details

**Job ID : 459**

**Title :** Recovery Coordinator - ADC

**Job Code :** 1006

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

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### Job Departments

- Drug Court

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### Purpose

RESPONSIBLE FOR CONDUCTING DRUG COURT ELIGIBILITY ASSESSMENTS FOR A DRUG COURT PROGRAM AND CONDUCTING EDUCATIONAL GROUPS WITH PARTICIPANTS.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- KNOWLEDGE OF SUBSTANCE ABUSE TREATMENT AND RELATED COMMUNITY RESOURCES.
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE SOME EXPERIENCE CONDUCTING GROUP INTERACTIONS
- 4 YEAR COLLEGE DEGREE MUST BE IN A HUMAN SERVICES FIELD

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### Job Skills/Abilities

- MUST BE ABLE TO DEAL WITH HIGHLY STRESSED PEOPLE
- BASIC COMPUTER SKILLS
- GOOD ORGANIZATIONAL SKILLS
- COMMUNICATION SKILLS

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### Job Preferred Knowledge

- LPCC, CADIC, LCSW, OR EQUIVALENT CREDENTIALS
- KNOWLEDGE OF CRIMINAL JUSTICE SYSTEM

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### Job Duties

- RESPONSIBLE FOR PARTICIPANT INTAKE UTILIZING AN ELIGIBILITY ASSESSMENT
- WILL CONDUCT INDIVIDUAL, FAMILY AND GROUP EDUCATIONAL/RECOVERY SESSIONS IN VARIOUS SETTINGS INCLUDING THE DETENTION CENTER
- MAY BE REQUIRED TO CONDUCT OBSERVED URINE TESTS
- MAY WORK WITH COMMUNITY AGENCIES TO PROVIDE RESOURCES TO DRUG COURT PARTICIPANTS
- RESPONSIBLE FOR MAINTAINING AND REPORTING DATA
- SOME OVERNIGHT TRAVEL REQUIRED
- OTHER DUTIES AS ASSIGNED